

THE HOPI TRIBE
HOPI ENVIRONMENTAL PROTECTION OFFICE

SOLID WASTE COMPLIANCE OFFICER

INTRODUCTION: This position is responsible for planning, implementing, coordinating and monitoring the Hopi Solid Waste Program under the direction of the Hopi Environmental Protection Office. The incumbent performs technical and administrative duties requiring specialized skill and knowledge directly associated in the field of work.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Develop and establish standards for the management of the Hopi Solid Waste landfill. Standards developed will comply with the Resources Conservation and Recovery Act (RCRA) that governs all Municipal Solid Waste Landfills (MSWLF).
2. Review and revise (update) Hopi Tribal Solid Waste Ordinance #44 to conform with 40 CFR, Part 258 of RCRA regulations. Incumbent will work closely with the Hopi Solid Waste Program personnel and working group.
3. Perform inspections of Hopi Solid Waste facility in behalf of the U.S. Environmental Protection Agency, Solid Waste Division. Compliance Officer will attend EPA sponsored training to acquire inspector credentials to perform inspections of the Hopi Solid Waste Landfill.
4. Develops and implements educational activities and materials for public presentations encouraging recycling of solid waste material. Collaborate with state, counties and tribal organizations on cooperative recycling efforts.
5. Plan, develop and implement recycling activities of tires, metals i.e. cars, white goods, etc., and household hazardous waste. Activities will include contacting private vendors for the disposal/recycling of goods.
6. Prepares and submits inspection reports, quarterly and annual report to the U.S. Environmental Protection Agency, General Assistance Program and Solid Waste Division. Will administer grant funds and performs tasks as specified in the grant proposal.
7. Performs other related duties as assigned and authorized to achieve project objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done involves undefined issues requiring some research and analysis to determine the most appropriate approach. The work required a continuing effort to develop or improve upon services and resolve unyielding problems.

SUPERVISION RECEIVED: The incumbent is under supervision and line authority of the H.E.P.O. Director. The supervisor provides direction and guidance by establish objectives, priorities and deadlines. The incumbent works independently and uses initiative and judgement when conducting fieldwork in planning for and carrying out assignments. Supervisor is available for guidance in new or unfamiliar situations. Work is reviewed for accuracy and compliance with established guidelines, regulations and procedures.

PERSONAL CONTACTS: The personal contacts are with tribal employees, outside agency representatives, Department of Natural Resources (DNR) and the general public. The purpose of these contacts is to coordinate with efforts, provide assistance/advisement, exchange factual information and develop a network of services on solid waste project.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Some of the work is sedentary and performed in a standard office environment, which requires normal safety precautions typical of office/meeting rooms and

working around office machines and equipment. A significant portion of the work is performed outdoors requiring physical exertion such as standing, walking over rough uneven rocky surfaces, recurring bending, crouching stooping, and stretching or similar activities. Traveling over, rough terrain, unpaved roads and exposure to varying weather conditions. Extensive travel on and off the reservation and to remote location is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education : Two (2) years post high school education with emphasis in environmental sciences, engineering, hydrology, natural sciences or demonstrated related discipline;

AND

- B. Training : Training in regulations pertaining to the Resource Conservation and Recovery Act (RCRA) and additional regulatory requirements established by the U.S. Environmental Protection Agency (EPA).

AND

- C. Experience : Two (2) years work experience in related field/occupation involving program planning and administration; collecting, analyzing and recording data;

OR

- D. Any equivalent combination of education, training and experience involving program planning, and experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

- A. Knowledge : Working knowledge of collecting, analyzing and compiling data/information

Knowledge of management information systems

Working knowledge of environmental protection federal and tribal compliance regulations

Knowledge of tribal, state, and/or federal grant application processes

- B. Skills : Excellent skills in developing, planning, organizing and coordinating program i.e., recycling of tires, metals, and disposal of household hazardous waste)

Verbal and written skills to write technical and conduct public presentations

Skills in operating microcomputers, applicable software and basic office machines/equipment

- C. Abilities : Ability to read, comprehend and interpret technical material and instructions

Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines

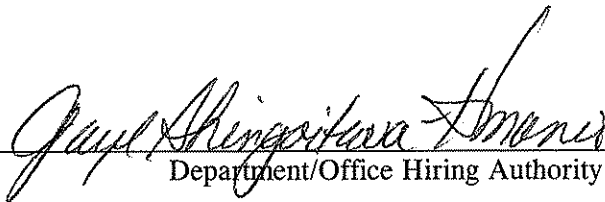
Ability to prepare clear, concise reports and make presentations to the Tribal Council, community members and funding agencies

Ability to establish and maintain professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:


1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Courses.

REVIEWED BY:


Department/Office Hiring Authority

1-23-02
Date

APPROVED BY:


Personnel Director

1-23-02
Date